

**City of Edmonds**  
**Edmonds Memorial Cemetery Board Minutes**  
**April 17, 2014**  
**Frances Anderson Center, Rm. 113**

**Call to Order**

The meeting was called to order by Chairperson Melissa Johnson at 4:00pm

**Members Present**

Dales Hoggins  
 Patrick Kelly

**Staff Present**

Cliff Edwards  
 Rich Lindsay

**Guest**

Nicole Welch

**Members Absent**

Jerry Janacek  
 Dwaine Weiss (excused)

**Approval of Minutes**

Minutes from March reviewed, no changes recommended.

**Finance Report for Month ending January 31, 2014**

Beginning Cash Balance-----\$	74,067.73
Receipts----- \$	14,287.50
Investments and Transfers-----\$	25.37
Disbursements-----\$	10,440.29
Vouchers Payable-----\$	2614.00
Ending Cash Balance----- \$	75,326.31
Memorial Gift Fund----- \$	Information not provided
Grand Total----- \$	Information not provided

Finance reports for February, March and April not available at meeting time.  
 Melissa Johnson explained the question the board had about the 'Vouchers Payable'  
 line of the finance report.

**Sales Report – Cliff Edwards**

Sales and Services from March 20 to April 17, 2014

	<b>Month</b>	<b>Year to Date</b>	<b>Goal</b>
Grave sales	2	8	40
Burials	5	16	55
Niche Sales	0	2	25
Inurnments	0	2	25

### **Staff Report**

- Rich Lindsay spoke with the Finance Department regarding our monthly reports, they will add the Memorial Gift Fund and the Grand Total to the reports as the Board had requested.
- The website address on the Cemetery brochures is now incorrect; it was agreed by all to add a sticker to the bottom of the brochure with the correct information to save from ordering new brochures; Cliff will look into this help with this process.
- Rich Lindsay reports that our DEX yellow pages ad is up for renewal; he was able to negotiate \$19.00/month for our Cemetery listing which also includes Snohomish County and the white pages. The listing runs from June 2014 to June 2015.
- Rich had the dates changed to reflect 2014 on our Memorial Day and Walk Back in Time banners.
- Rich ordered our Military Honors Tribute Ceremony banner from J&E Signs for \$101.00 which will come out of the Cemetery Budget.
- Rich has interviewed for the seasonal staff member for the Cemetery and will have someone in place in about 2 weeks.
- Rich continues to research companies for the Cemetery mapping project.

### **Old Business**

- It was decided that the Cemetery would purchase a less expensive blue table cloth for our display table; it was decided that the catalog table cloth was too expensive at \$199.00.
- Military Honors Tribute Ceremony will start at 10:45am instead of 10:00am for the next 3 months as reported in an email from Fred Apgar VFW Post #8870.
- Our recent pen purchase was less expensive than we thought. We weren't charged for the set up fee or shipping so the total order came to \$185.00.

### **New Business**

- The Board decided to renew our membership with the Edmonds Historical Museum.
- Board Members and Staff were given a copy of Resolution No: 1306 regarding the code of conduct for the Mayor, City Council and all members of City Boards and Commissions, Committees or Work Groups.
- Discussed the Senior Health Fair on April 25<sup>th</sup>. Cliff Edwards and Melissa Johnson will set up, Jerry Janacek will volunteer from 11:30 – 2:00.
- Melissa Johnson and Dale Hoggins will be at the Mountlake Terrace HS Health Fair on May 3<sup>rd</sup> representing the Cemetery.
- Discussed ideas for our Walk Back in Time – “Remarkable Women in the Cemetery”. Several pioneering women as well as more recent women were discussed as possible gravesites to present at the Walk.

- Memorial Day preparations were discussed and assignments made. The next Memorial Day planning meeting will be at 3pm Thursday May 1<sup>st</sup> at the Bank of Washington in Edmonds.

### **Announcements**

- Welcomed Nicole Welch as our guest at the meeting. She is interested in a Board position. She has a degree in history and has 2 grandparents buried in the Edmonds Cemetery. Melissa Johnson will send her an application.

### **Adjournment**

The meeting was adjourned at 5:10

### **Next Meeting**

Thursday May 22, 2014